

## NATIONAL FOREIGN ASSESSMENT CENTER

WASHINGTON, D. C. 20505

DD/A Registry  
81-0640/7

12 MAY 1981

MEMORANDUM FOR: Deputy Director for Administration

FROM : Deputy Director  
National Foreign Assessment Center

SUBJECT : Copier Management Consolidation

REFERENCE : DDA 81-0640/3, same subject, dated  
9 April 1981

DD/A REGISTRY  
FILE: Records

1. NFAC is supportive of any management approach to copiers that streamlines procedures and makes the system more responsive to customer needs. Of the three alternatives proposed in the referenced memorandum only alternative two seems to come close to meeting this objective. This streamlines the administrative functions of copier management and poses no discernible disadvantages.

2. We are definitely opposed to the first alternative. The disadvantages to this alternative cited in your memorandum are well stated. To present a lump-sum figure in the budget for all Agency copiers is an open invitation to OMB and the Congress to reduce our budget. It also seems likely that much of the possible savings attained by a consolidated budget will be shifted to the cost of increased personnel devoted to copier management. In addition, NFAC does not support the concept of copy centers. Many NFAC offices have units located in different buildings, on more than one floor and in some cases on opposite sides of the building. A major function of NFAC is to provide current intelligence support to the President and the DCI under tight deadlines. Any action that impedes analyst access to quick copying would have an immediate and visible impact on the timeliness--and therefore, on the effectiveness--of major intelligence products.

3. The advantages cited for the third alternative do not seem significant enough to justify the expenditure of additional resources.

R. E. Hineman

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